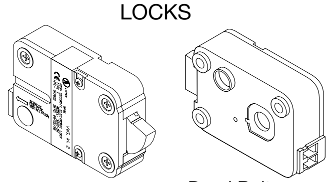
LA GARD

AUDITGARD

LGA Electronic Combination Locks

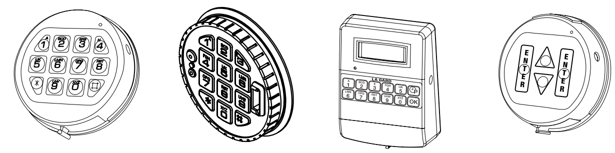
MANAGER INSTRUCTIONS

LOCKS



Dual-Handed Swing Bolt   Dead Bolt

ENTRY DEVICE OPTIONS



3750-K Round Entry   3125 Round Entry   8130 (Optional)   3190 Privat[II] (Optional)

AuditGard locks are shipped from LA GARD in Factory Default state without Users or features enabled. Refer to the **AuditGard Setup Instructions (742.049)** if Lock settings have not already been programmed.

Factory Default: The Lock must be in the Factory Default state to be programmed by the PC software.
Factory mode functions as follows:

- 1 key – When pressed, will open the Lock.
- 0 key – When pressed, prompts the AuditGard Setup software to send the configuration settings to the Lock.
- All other keys perform no function.

Setup: AuditGard locks must be programmed using the AuditGard Setup Software. Once programmed, Manager Combination is enabled, and MUST be changed to activate the Lock.

Active: The Manager combination must be changed before any Manager commands are available.

PROGRAMMABLE LOCK FEATURES

MODES *(Multiple Modes may be selected.)*

- **Silent Alarm** *(Alarm Box Required)*
  If enabled, this option will send a signal to an outside alarm system through the LA GARD Alarm Box.

- **Dual Mode**
  If enabled, two combinations will be required to operate the Lock.
  The Manager and one additional User must be active.

- **Time Delay Override**
  If enabled, User 9 can override delay period.
  User 9 must be active.

EXTERNAL SIGNALS *(Alarm Box Required. Only one External Signal type may be selected.)*
An external input signal to the Alarm Box will either Disable Opening Only or Disable All Access depending on the selection programmed for External Signals.

- External Signal disables Lock opening with valid combination.
- **OR** External Signal disables Lock opening with valid combination and all Lock commands.

TIME DELAY

- Delay Period 1 - 99 minutes
- Open Period 1 - 19 minutes

COMBINATION LENGTH
A combination length from six (6) to nine (9) digits may be selected.

NOTE: *To maintain the VdS Class 2 and EN 1300 Class B certification when the duress alarm feature is used, a combination length of 7 digits or longer must be selected.*

LOCK USERS
Manager (ID #1)

- Open Lock
- Change Combination
- Enable/Disable Users
- Delete Users
- Set Time Delay Values
- Audit Lock

Users (ID# 2-9)

- Open Lock
- Change Combination

STANDARD LOCK FEATURES

Wrong Try Penalty

- Entry of four (4) consecutive invalid combinations initiates a five (5) minute delay penalty.
  Lock responses during the penalty period are as follows:
  - The LED will flash every ten (10) seconds.
  - If any key is pressed, the Lock will flash the LED and beep three times.
- Once the penalty period has ended, two (2) consecutive invalid combinations will initiate another five (5) minute penalty period.

Low Battery Warning

- Repeated audio/visual signals (LED flashes/beeps) during Lock opening indicate the battery is low and should be replaced immediately.
- If the battery level becomes too low to safely operate the Lock, pressing any key will initiate the low battery warning.
  The battery must be replaced before the Lock will operate.

Audit Records

- Lock records the last 512 events in non-volatile memory.
- Audit file cannot be deleted from the Lock.
- The Manager can audit the Lock.
- AuditGard auditing software and an Interface Adapter are required to retrieve a Lock audit.

LOCK OPERATING CONVENTIONS

Without eKEY

- If a mistake is made while entering keystrokes, wait thirty (30) seconds and repeat operation.
- To access lock commands, enter combination and hold down the last digit until Lock double signals and the LED stays on.
- In Dual Mode, two combinations are required to operate the Lock.

NOTE: *In Dual Mode, a valid User combination must be entered first, followed by the Manager combination to access the following Manager Commands: 1, 2, 3, 7 and 9.*

- Lock must be opened within 4 seconds once a valid combination has been entered.
- To open a container with a Swing Bolt Lock, turn the container handle to the open position and open the door.
- To open a container with a Dead or Spring Bolt Lock, turn the keypad or dial to retract the bolt and open the door.
- When closing a container, verify that it has been secured.

With eKEY(Dual Token)

NOTE: *Locks must be factory programmed with this feature enabled. The eKEY is a 48-bit encrypted unique serial number dual token device.*

- To open the Lock, enter combination, insert and quickly remove the eKEY. The lock will open after the eKEY is removed.
- To access lock commands, enter combination and insert the ekEY until Lock double signals and the LED stays on.

LOCK RESPONSES

Standard Operations

Entry Devices with LEDs (3125, 3190 and 3750-K) respond with both LED flashes and beeps.

- Single signal - one (1) LED flash and one (1) beep indicate the operation is complete.
- Double signal - two (2) LED flashes and two (2) beeps indicate entry is valid or accepted.
- Triple signal - three (3) LED flashes and three (3) beeps indicate invalid or not accepted.

NOTE: *The 8130 Entry Device (no LED) responds with beeps only.*

Additional Operations

- Delay Period - The LED will flash once every second.
- Open Period - The LED will flash twice a second, and the Entry Device will beep every 10 seconds.
- Penalty Period - The LED will flash every ten (10) seconds.
- Low Battery Warning - During a Lock opening, the LED will flash and Entry Device will beep repeatedly.

MANAGER COMMANDS

NOTE: *The Manager combination must be changed before any Manager commands are available. Refer to* ***CHANGE COMBINATION*** *section of this document.*

COMMAND 1
Activate User

NOTE: *Only Users added during Lock Setup will be available to the Manager for activation.*

1. Enter Manager combination and **hold down last digit of combination until Lock double signals and the LED stays on**.
2. **PRESS 1**.
3. Enter User number (2- 9).
4. Enter the NEW User combination.
5. Re-enter the NEW User combination to confirm.
   User combination is now active.

Reinstate User

1. Enter Manager combination and **hold down last digit of combination until Lock double signals and the LED stays on**.
2. **PRESS 1**.
3. Enter User number (2- 9).
   User is reinstated.

COMMAND 2
Disable User

1. Enter Manager combination and **hold down last digit of combination until Lock double signals and the LED stays on**.
2. **PRESS 2**.
3. Enter User number (2- 9).
   User is temporarily disabled. The User combination is saved and will be valid once reinstated.

COMMAND 3
Delete User

1. Enter Manager combination and **hold down last digit of combination until Lock double signals and the LED stays on**.
2. **PRESS 3**.
3. Enter User number (2- 9).
   User is deleted.

COMMAND 7

Audit Lock *(AuditGard auditing software, AuditView or LGView, and a LA GARD Interface Adapter are required)*

To audit the Lock using AuditGard AuditView Software, you can also refer to **AuditGard AuditView User Instructions (787.0310)**.

Start the Auditing Software Program:

1. Plug the USB or Serial Interface Adapter into an available port on the PC.
2. Plug the appropriate audit cable for the Entry Device into the USB or Serial Interface Adapter.
3. Start auditing software program.
4. From the auditing software, select the **Configuration** menu on the Menu bar.
5. Select the appropriate COM port from the list

Audit the Lock:

1. Connect the audit cable to the Entry Device.
2. Click the **safe icon** button or select **Start Acquisition** from the Actions menu on the Menu bar.
3. Enter Manager combination and **hold down last digit of combination until unit double signals and the LED stays on.**
4. **PRESS 7**.
   The Entry Device will beep once and the audit records will be transmitted to the PC for display on the screen.
5. Once the audit is complete, disconnect the audit cable from the Entry Device.

COMMAND 9

Set or Change Time Delay Values

NOTE: *If Time Delay is active, it may only be deactivated or the Delay value "decreased" during an Open Period.*

1. Enter Manager combination and **hold down last digit of combination until Lock double signals and the LED stays on**.
2. **PRESS 9**.
3. Enter two-digit Delay Period value (00 to 99 minutes) followed by the two-digit Open Period value (00 to 19 minutes).

   NOTE: *Entering "0000" will deactivate the Time Delay Feature.*
4. Re-enter the Delay and Open Period values to confirm.

LOCK OPERATIONS

CHANGE COMBINATION

NOTE: *Each combination must be changed independently at the Lock. New combination will not be accepted if it varies from the current combination by only one digit (+/-). When selecting a combination, do not use a birthday or other predictable information that could give correlation between the user and the combination.*

CAUTION: *Always perform this operation with the door open, and test the opening of the Lock with the new combination several times before closing the door.*

1. Enter existing combination and **hold down the last digit until Lock double signals and the LED stays on**.
2. **PRESS 0**.
3. Enter the NEW combination.
4. Re-enter the NEW combination to confirm.
   The NEW combination is now active.

OPEN LOCK

1. Enter valid combination.
2. Open the Lock within four (4) seconds.

OPEN LOCK WITH TIME DELAY SET

1. Enter a valid combination and wait for Delay Period to expire.
2. Once the Open Period begins, enter any valid combination.
3. Open the Lock within four (4) seconds.

TIME DELAY OVERRIDE *(If feature is enabled and User 9 is Activated.)*

Entry of the Override combination during the Delay Period will open the Lock.

NOTE: *If Time Delay is active, User 9 can only be added during an Open Period.*

INITIATE SILENT ALARM *(Alarm Box Required)*

- To initiate Silent Alarm signal, add or subtract (+/-) 1 to the last digit of the combination(s).
  Example:
  Combination: 1-2-3-4-5-6
  Duress Combination: 1-2-3-4-5-5 or 1-2-3-4-5-7

The Lock will open without any indication that the alarm signal has been sent.

BATTERY MAINTENANCE & REPLACEMENT

- It is recommended that batteries be replaced at least once a year.
- The use of a high quality, name brand alkaline battery (Energizer® or Duracell®) is recommended.
- If the battery is depleted, follow the battery changing instructions for the Entry Device you are using. Battery changing instructions can be found in either the **Electronic Entry Device Installation Instructions** (762.128) or in the respective Entry Device User Instructions for the Entry in operation.

The latest versions of LA GARD documentation are available for download at www.kaba-mas.com.

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